

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE NORTH LITTLE ROCK FIRE DEPARTMENT (NLRFD) RULES AND REGULATIONS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, Ark. Code Ann. §§ 14-51-301 and 302 requires that all employees of any fire or police department be governed by rules and regulations, as set out by the chief of the department and adopted by the governing bodies of their municipality; and

WHEREAS, the North Little Rock Fire Department (NLRFD) Rules and Regulations were developed and adopted by the department in 2010, but due to oversight were not adopted by the City Council; and

WHEREAS, it is in the best interests of the City and its residents to adopt the NLRFD Rules and Regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the North Little Rock Fire Department (NLRFD) Rules and Regulations are hereby adopted (see NLRFD Rules and Regulations attached hereto as Exhibit A).

SECTION 2: That the copies of the NLRFD Rules and Regulations will be on file in the City Clerk’s office and be made available on the North Little Rock website.

SECTION 3: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 4: That the provisions of this Ordinance are hereby declared to be severable, and if any section, phrase or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

SECTION 5: That it is hereby determined and found that is a need to adopt the NLRFD Rules and Regulations, and that the City and the residents thereof can best be served by the adoption of this Ordinance; THEREFORE, an emergency is hereby declared to exist, and this Ordinance being necessary for the immediate preservation of the public peace, health and safety, shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

Mayor Terry C. Hartwick

SPONSOR:

Terry C. Hartwick
Mayor Terry C. Hartwick *by AF*

ATTEST:

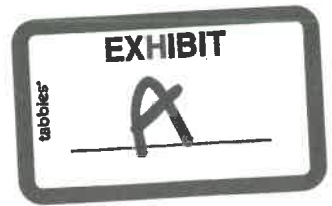
Diane Whitbey, City Clerk

APPROVED AS TO FORM:

Amy Beckman Fields
Amy Beckman Fields, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/kt

FILED	<u>10:50</u>	A.M.	_____	P.M.
By	<u>A. Fields</u>			
DATE	<u>7-18-23</u>			
Diane Whitbey, City Clerk and Collector North Little Rock, Arkansas				
RECEIVED BY	<u>S. Ussery</u>			



**North Little Rock
Fire Department**

Rules and Regulations

City of North Little Rock, Arkansas

Gerald Tucker, Chief

Terry Hartwick, Mayor

Revision: July XXXX

Revision: March 9, 2012

Revision: October 5, 2011

Effective: August 1, 2010

All Departmental policies, guidelines, rules and regulations and standards are subject to change with appropriate notice as conditions warrant.

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Mission Statement

To preserve the lives and property of those
whom we serve.

Preface

The Rules and Regulations herein contained are intended for the general guidance of the officers and members of the North Little Rock Fire Department (“Department”) and not to cover every specific act of duty. Much has been left to the zeal and discretion of the individual, and the efficiency ratings as well as the disciplinary actions will depend on the manner in which the officers and members conduct themselves in the performance of their duties. A strict compliance with rules, regulations, working conditions and careful attention to the orders of the officers will tend to retain the respect and good opinion of the public which the Department now enjoys.

Job Duties

Fire Chief

Section 1. The Fire Chief (“Chief”) shall, in addition to the duties imposed by ordinance and Civil Service Regulations, perform the following duties:

Section 2. He/She shall be the executive head of the Department and shall devote his/her entire time to the discharge of the duties of his/her office and may exercise overall command at all fires he/she attends.

Section 3. He/She shall have control of the assignment of officers and members to the various stations and no permanent transfers of such officers and members shall be made without his/her approval.

Section 4. He/She may designate any rank to perform temporarily the duties of the next higher rank.

Section 5. He/She shall conduct inspections, as he/she may deem necessary, for the proper fulfillment of his/her duties.

Section 6. He/She shall have power to summarily suspend any member of the Department from duty for flagrant violation of these Rules and Regulations and where the reputation and discipline of the Department would suffer if such actions were not taken. He/She shall promptly report such suspension to the Mayor and Civil Service Commission.

Assistant Fire Chief

Section 1. The rank of Assistant Chief is next below that of Chief.

Section 2. The Assistant Chief shall rank next to the Chief in authority and shall exercise the powers of the Chief in his/her absence or inability to act. The supervisor of the Assistant Chief is the Fire Chief.

Section 3. The Assistant Chief will assist the Chief in carrying out necessary administrative, staff, and Department functions.

Section 4. The duties of the Assistant Chief are:

A. Performs administrative duties as directed by the Chief and performs all administrative duties in the Chief's absence.

B. Assists the Chief (1) in daily operations of the Department, (2) by attending various meetings as directed by and in the absence of the Chief, (3) in formulating bid specifications for various Department needs, (4) in the safety of Department personnel and equipment, (5) with personnel problems and assignments, (6) in formulating the Department's budget, (7) in case of emergencies involving large structure fires or disasters.

C. Works with the Human Resources Department and any consultants in developing entry level testing procedures.

D. Supervises (1) background investigations on entry-level applicants, (2) and works with the Department in keeping a current inventory, (3) the purchase of supplies for the Department, (4) and works with staff personnel, (5) the Department computer programs and needs.

E. Serves as (1) a member of the interview panel and/or appoints various interview panel members as needed, (2) the Department's Safety Officer, (3) the Department's Haz-Mat coordinator, (4) the liaison to the Communication Center.

F. Manages training by (1) reviewing Department training requirements, (2) working with the Training Captain and Training Lieutenants in planning annual internal training curriculum, (3) ensuring compliance with ISO requirements, (4) reviewing and recommending approval of requests for external training courses or workshops, (5) teaching courses or classes as needed, and (6) attending or assigning attendance to various seminars and workshops.

G. Additionally, the Assistant Chief will (1) perform and/or delegate internal investigations when deemed necessary, (2) conduct Departmental studies as needed, (3) work with the Battalion Chief's in coordinating various administrative duties, (4) monitor radio calls to ensure dispatchers comply with policies and procedures and takes corrective action when necessary.

Section 5. Knowledge, Skills, and Abilities.

Must have knowledge of (1) purchasing procedures of the City and the Department, and (2) recruiting, hiring, and promotional practices of the Department.

Must have skills to be innovative, progressive, and resourceful.

Must have the ability to (1) carry out the duties of a chief officer when needed in case of fire, disaster, or rescue emergencies, (2) carry out the daily administrative duties of the Department and as needed in absence of the Chief, (3) communicate effectively with other Fire Department personnel and with the public, (4) work with other city departments, and (5) work with the citizens and industry of the City of North Little Rock.

Section 6. To preserve administrative continuity of the Department, the Training Captain may be required to perform necessary administrative duties of the Assistant Chief when the Assistant Chief is absent. The Administrative Captain may be required to perform necessary administrative duties of the Assistant Chief in the absence of the Assistant Chief and the Training Captain. Decisions regarding personnel discipline or reassignment will not be part of the necessary administrative duties.

Training Captain

Section 1. He/She shall be under the supervision of and report directly to the Assistant Chief.

Section 2. He/She shall be responsible for training the officers and fire fighters in the mechanics of firefighting, rescue, hazardous materials, tactical rescue, and other operations of the fire service.

Section 3. He/She shall supervise all phases of training.

Section 4. He/She shall see that the members of the respective companies are properly trained and instructed in all that pertains to efficient fire duty. He/She shall conduct schools or enroll members in the necessary classes for training.

Section 5. Serves as the (1) Infectious Disease Control Officer. He/She calls the necessary hospitals, doctors, and/or transporting units to determine if a patient was infectious and schedules testing for all personnel suspected to have been exposed to an infectious disease; (2) Health and Welfare officer for the Department; (3) point-of-contact for the Citizens Fire Academy.

Section 6. Keeps a record of personal protective equipment issued to individuals.

Section 7. He/She shall perform such other duties as may be prescribed by the Chief or Assistant Chief.

Training Lieutenant

Section 1. Tour of duty is determined by the Fire Chief.

Section 2. He/she will be under the supervision of the Training Captain.

Section 3. Primary responsibility is administering the Professional Standards Program to all firefighters during the first four (4) years of their on-the-job training. This includes, but is not limited to, ensuring that members have the proper training material, administering tests, and properly documenting test scores and performance of crew members.

Section 4. The Training Lieutenant is responsible for assisting the Training Captain in scheduling and administering continuing education for all members of the crew to which he/she is assigned. This includes research of necessary course material, scheduling for classes, and instruction of course material. He/she will maintain proper documentation of training sessions, as set forth by the Assistant Chief.

Section 5. Serves as the liaison for the Citizens Fire Academy. Meets with the academy students and alumni when on duty.

Section 6. Will fill vacancies of in-line personnel as deemed necessary by the Battalion Chief. These vacancies will be at the rank of Lieutenant or above.

Administrative Captain

Section 1. He/She shall be under the supervision of and report directly to the Assistant Chief, and perform the following duties:

Section 2. Assists with the daily administrative duties of the Department; researches and conducts studies assigned by the Chief or Assistant Chief; serves as the GIS coordinator for the Department.

Section 3. Researches and applies for grants to improve the Department needs;

Section 4. Serves as (1) the Assistant Infectious Disease Control Officer; when the Training Captain is unavailable, the Administrative Captain will call the necessary hospitals, doctors, and/or transporting units to determine if a patient was infectious. He/She will then schedule testing for all personnel suspected to have been exposed to an infectious disease; (2) Assistant Haz-Mat coordinator, responding to emergencies involving hazardous materials; (3) Haz-Mat Coordinator in the absence of the Assistant Chief;

Section 5. Purchases supplies for daily maintenance and operation of the various fire stations;

Section 6. Maintains the Department's computer programs and needs.

Section 7. He/She shall perform such other duties as may be prescribed by the Chief or Assistant Chief.

Vehicle General Foreman

Section 1. He/She shall have full charge and control of the Department repair shop and all Department apparatus, under the coordinated supervision of the Fire Chief and Assistant Chief. The Vehicle General Foreman is directly responsible to the Chief.

Section 2. He/She shall be responsible for the proper maintenance of all apparatus, and repairs shall be made under his/her supervision.

Section 3. He/She shall instruct the lieutenants in the proper care, operation, and maintenance of the apparatus to which they are assigned. He/She shall be present at all inspections and test of apparatus.

Section 4. He/She shall attend alarms if requested and shall render such assistance as may be necessary.

Section 5. He/She shall maintain a telephone and may be subject to call after normal business hours. He/She shall report to the Executive Secretary within twenty-four (24) hours any change in phone or residence.

Section 6. He/She shall see that during normal business hours, only Fire Department work will be performed in or around the repair shop. He/She shall keep an accurate account and record of all repairs made, all materials and supplies used, and disposition of parts removed from apparatus in their department. He/She shall prepare and submit such reports and perform duties as prescribed by the Chief or Assistant Chief.

Executive Secretary

Section 1. Provides administrative support for the Fire Chief and administrative staff by performing the following duties:

Section 2. Prepares Department payroll, keeps time and attendance records, computes differential and overtime pay, and coordinates these with the city's Finance Department; keeps track of Act 833 funds; administrates and accounts for petty cash.

Section 3. Prepares correspondence, composes letters, memos, reports, and training materials; takes minutes, notes or dictation from Department meetings; prepares correspondence and reports for L.O.P.F.I. uniformed and non-uniformed pension matters and the insurance commission.

Section 4. Establishes and maintains files and records, keeps personnel records, seniority rosters, performance appraisal files; maintains data and document files on P.C. and applicable mainframe software

Section 5. Assists the Fire Chief and administrative staff with annual budget preparation; assists with special projects and events.

Section 6. Assists Department employees by answering questions and providing information and assistance on personnel matters, benefits, benefit changes, and related information; coordinates paperwork for veteran affairs education benefits program; coordinates and processes paperwork for Worker's Comp claims.

Section 7. Provides miscellaneous clerical support and record keeping.

Section 8. Supervisor is the Fire Chief.

Section 9. Performs other duties as deemed necessary.

Office Assistant Senior

Section 1. Serves as receptionist and greets visitors to Central Fire Station; answers incoming telephone calls; provides information or directions to visitors and to requests via telephone; maintains contact with Department personnel by telephone or radio.

Section 2. Prepares correspondence; composes and types letters, memos, reports, training materials, requisitions, purchase orders, and forms; uses P.C. computer with Word processing software.

Section 3. Enters, accesses, and maintains data and document files by using applicable mainframe terminal P.C. software; establishes and maintains personnel records, seniority rosters, performance appraisal files, and inventory records; posts daily run information, classifying by type of incident involved;

Section 4. Maintains files for training and office documents.

Section 5. Maintains fire report monies and requests purchases orders for Act 833 funds; invoices haz-mat expenses on incidents and various companies billed by the Department; maintains accounts and tracks orders for uniforms.

Section 6. Assists the Executive Secretary with payroll preparation, maintenance and updating of personnel forms, files, and inventory records.

Section 7. Provides additional clerical support for the annual budget preparation, public relations program, Training Division, and Fire Marshal's Office; types requisitions, keeps records of invoices and purchase orders.

Section 8. Supervisor is the Assistant Chief.

Section 9. Performs other duties as deemed necessary.

Fire Marshal

Section 1. The rank of Fire Marshal is Battalion Chief. The Fire Marshal reports to the Chief, and may be appointed by the Chief of the Department in accordance with the North Little Rock Civil Service Rules and Regulations.

Section 2. He/She shall direct and administrate fire and life safety education for the Department.

Section 3. He/She shall investigate or manage an investigation of all complaints coming to his/her attention concerning fire and/or life safety matters. He/She shall make and/or supervise semi-annual reports concerning the activities of the Fire Marshal's office.

Section 4. He/She shall oversee the Department's records of building fire code inspections. He/She shall investigate or manage an investigation of all complaints coming to his/her attention concerning fire and/or life safety matters.

Section 5. He/She shall investigate or manage an investigation of fires of a suspicious nature when these are brought to his/her attention.

Section 6. He/She will issue and/or authorize permits for above and below ground fuel tank installation and removal, burning, fireworks exhibitions, and house moving.

Section 7. He/She or his/her representative will represent the Department at Planning, Subdivision, and Board of Adjustment meetings.

Section 8. He/She will approve or disapprove building plans to ensure adherence to applicable fire and/or life safety codes, standards, and ordinances. He/She shall conduct or supervise plan reviews for new commercial building construction and/or commercial remodeling work when requested to do so by the North Little Rock Planning Department.

Section 9. He/She shall be authorized (when qualified and all requirements are met) to carry a weapon, make arrests, and/or issue citations for violations of laws relating to arson and/or other unlawful fire or fire related actions. This will be in accordance with Act 1157 of 1993 (Senate Bill 683).

Assistant Fire Marshal

Section 1. The rank of Assistant Fire Marshal is Captain. His/Her immediate supervisor is the Fire Marshal

Section 2. He/She shall assist with the investigation of fires of a suspicious nature when these are brought to his/her attention.

Section 3. He/She assists with the maintenance of fire code inspection records and the investigation of inspection complaints coming to his/her attention.

Section 4. He/She will represent the Department at Planning, Subdivision, and Board of Adjustment meetings in the absence of the Fire Marshal.

Section 5. He/She assists with plan reviews for new commercial building construction and/or commercial remodeling when requested to do so by the Fire Marshal, or in the absence of the Fire Marshal at the request of the North Little Rock Planning Department.

Section 6. He/She shall be authorized (when qualified and all requirements are met) to carry a weapon and make arrests for violations of laws relating to arson and/or other unlawful fire or fire related acts. This will be in accordance with Act 1157 of 1993 (Senate Bill 683).

Section 7. He/She shall conduct rough, final, and other inspections of commercial building construction projects as needed.

Section 8. He/She assists with fire and life safety education.

Section 8. Performs all other duties assigned and/or deemed necessary by the Fire Marshal.

Deputy Fire Marshal

Section 1. The rank of Deputy Fire Marshal is Lieutenant. His/Her immediate supervisor is the Assistant Fire Marshal.

Section 2: He/She shall assist with the investigation of fires of a suspicious nature when these are brought to his/her attention.

Section 3. He/She shall be the point of contact for Department public education activities to include annual fire Prevention Week activities. He/She presents public fire education programs and conducts modified fire drills at all high-rise housing for the elderly.

Section 4. He/She assists with plan reviews for new commercial building construction and/or commercial remodeling when requested to do so by the Fire Marshal or the Assistant Fire Marshal.

Section 5. Under the direction of the Fire Marshal or the Assistant Fire Marshal he/she shall assist with the investigation of inspection complaints coming to his/her attention. He/She enforces fire lane violations.

Section 6. He/She shall be authorized (when qualified and all requirements are met) to carry a weapon and make arrests for violations of laws relating to arson and/or other unlawful fire or fire related acts. This will be in accordance with Act 1157 of 1993 (Senate Bill 683).

Section 7: He/She shall coordinate and conduct all school and daycare facility inspections.

Section 8. He/She performs all other duties assigned and/or deemed necessary by the Fire Marshal or Assistant Fire Marshal.

Battalion Chief

Section 1. The rank of Battalion Chief is next in line after the Assistant Chief. Supervisor is the Assistant Chief.

Section 2. The Battalion Chief shall rank next in line after the Assistant Chief in authority and shall exercise the powers of the Chief in the absence of the Assistant Chief and Chief.

Section 3. *Incidents:* He/She (1) directs and supervises fire fighting forces as required, (2) ascertains the need for and type of additional equipment necessary to counteract an emergency incident, (3) directs personnel during emergency incidents involving structure fires, hazardous materials, river incidents, and lifesaving rescue work, (4) ensures that an Incident Commander is established at incidents in order to direct the efforts of the on-scene members, (5) completes necessary reports following an incident to which he/she responds, and (6) conducts incident after action reviews as deemed necessary.

Section 4. *Codes:* He/She (1) works with the Fire Marshal's Office on business inspections, company surveys, and pre-fire plans, and (2) reports to the appropriate department or agency any recognized violations of fire codes or ordinances.

Section 5. *Training:* He/She works with the Training Division to coordinate individual, crew, and Department-wide training.

Section 6. *Rules:* He/She assists in the enforcement and strict compliance with the (1) Civil Service Rule and Regulations, (2) Fire Department Administrative Policies, and (3) Fire Department Rules and Regulations.

Section 7. *Personnel:* He/She (1) receives reports of personnel problems and requests constructive or disciplinary action when deemed necessary, (2) assigns placement of personnel to facilitate optimum use of personnel, (3) maintains a daily log of personnel placement, (4) regularly evaluates company officers by completing the appropriate portion of the performance appraisal form, (5) keeps records of vacation, personal leave days, military time off and sick leave for their assigned personnel, (6) schedules vacation and personal leave days for the personnel assigned to them,

Section 8. *Repairs:* He/She (1) coordinates repair of apparatus and equipment with the Assistant Chief and the Vehicle General Foreman, (2) coordinates repair of fire station facilities, equipment and accessories with the Assistant Chief and company officers, and (3) monitors the condition of the Department's portable radios.

Section 9. *Additionally:* He/She (1) ensures that paychecks are distributed to the stations, (2) attends meetings deemed necessary by the Fire Chief, (3) assists with the development of specifications for fire apparatus and equipment, and (4) inspects designated stations, grounds, equipment and personnel a minimum of once a month.

Section 10. *Knowledge, Skills and Abilities:*

Must have knowledge of (1) modern firefighting and rescue principles, practices, methods, and equipment, (2) the legal rights, liabilities, and responsibilities of the Department, and (3) the standards by which the quality of fire protection to the community is evaluated.

Must have knowledge of (1) job components and requirements of all subordinate positions for the Department, (2) federal, state, and local laws concerning fire protection, prevention, and

inspection, (3) the Fire Department Rules and Regulations, the Civil Service Rules and Regulations, the Fire Department Administrative policies, Fire Department Operational Guidelines, and the current Union Contract, and (4) specific fire apparatus and major equipment necessary to the operation of the Department;

Should have a general knowledge of (1) the function and interdependence of other related agencies and division of government and the ability to cooperate and coordinate between these agencies and the Fire Department, (2) the city water system, (3) fire hydrant placement, (4) high rise buildings, (5) major shopping centers, (6) hospitals and other medical care facilities, (7) geographical locations of streets and city boundaries, (8) the Fire Department communication system and the North Little Rock Office of Emergency Services Department, and (9) the Department's computer system.

Should have a basic knowledge of the Equal Employment Opportunities Act, including federal guidelines and affirmative action efforts for training and testing, Must have excellent supervisory and good communication skills

Must have the ability to (1) use a high level of independent judgment, (2) plan, assign, and coordinate activities and to establish priorities for members of the crew, (3) assume command at incidents to which he/she responds, (4) work for extended periods of time in physical and mentally demanding situations, and (5) effectively communicate with Fire Department personnel, members of the media, and the general public.

Section 11. Performs any other related tasks assigned by the Chief or Assistant Chief.

Section 12 An off-duty Battalion Chief may be called in to work as a Battalion Chief due to a long-running incident, weather-caused emergency, man-made crises, or other events.

Section 13. A Captain who has been trained for the position of Battalion Chief may be assigned as Acting Battalion Chief in the absence of one of a crew's regular Battalion Chiefs. (exception: probationary captains will not fill this position)

Captain

Section 1. The rank of Captain is next below that of Battalion Chief. The supervisor of an in-line Captain is an in-line Battalion Chief (Shift Supervisor).

Section 2. They shall have full command of their respective companies. When there is more than one company housed in a station, the house captain will be in charge of the station activities.

Section 3. They shall assume command at incidents when first to arrive and shall exercise full control of the incident until relieved by an officer of equal or higher rank.

Section 4. They shall not allow their apparatus to be driven at a rate of speed greater than can be maintained with safety. Existing traffic regulations shall be strictly observed at all times, except when responding to an emergency alarm.

Section 5. As soon as practical, they must report the nature of trouble and needed maintenance of their apparatus to their Battalion Chief.

Section 7. They shall be the commanding officer of their respective companies at all incidents and shall direct the operations of their fire fighters under the instructions of the Incident Commander. The captain of each crew will be responsible for their personnel.

Section 8. They shall promptly report to their Battalion Chief all violations of the fire ordinances which may come to their attention. They shall also report street construction and fire hydrants that are obstructed by any means.

Section 9. They shall promptly report to their Battalion Chief any incompetence, neglect of duty, disobedience of orders, or violation of rules and regulations by any member of their respective companies.

Section 10. They shall submit a report on each incident to which they respond. This report will contain names, cause, damage, and any other information deemed necessary or required.

Section 11. They shall instruct their crew members in the location of Knox boxes, fire hydrants, street locations, and sprinkler connections in their assigned territory, giving special attention to the training of crew members who are newly assigned to them. They shall be responsible for Professional Standards training for any member assigned to them who is currently in the Professional Standards program. They shall be responsible for fair and honest evaluations of the personnel assigned to them.

Section 12. They shall in their respective companies (1) preserve order and discipline, (2) require and enforce strict compliance with rules, regulations and the orders from chief officers, (3) make sure that the premises, apparatus and all Department property entrusted to their care is in good order and properly cleaned, and (4) ensure that the personnel assigned to them use sanitary personal habits and keep their uniforms clean, neat and in good condition.

Section 13. They shall see that necessary work about quarters is completed by 1000 hours, if possible, daily.

Section 14. Captains of all stations will be responsible for reporting the tardiness of their personnel to their Battalion Chief.

Section 15. They shall perform such other duties as may be prescribed by their Battalion Chief or a chief officer.

Section 16. The Lieutenant of their apparatus will move up to fill the Captain position when the Captain is off for any reason.

Lieutenant

Section 1. They shall be under the direction of their Captain. They shall have full charge of their apparatus and shall be held responsible for the good condition and readiness of their apparatus at all times.

Section 2. They shall examine their apparatus daily in accordance with the Department guidelines and record their findings on the proper form. They shall see that the motor and other operational parts are kept clean and serviceable, following manufacturer's recommendations and the Vehicle General Foreman's guidelines. They will perform minor maintenance to the apparatus such as tighten screws and replace light bulbs. If repairs or adjustments are required, they will report them to their company officer.

Section 3. They shall be competent in the driving and operation of the apparatus to which they are assigned. They shall be knowledgeable in how to maintain and safely operate all power equipment on the apparatus to which they are assigned.

Section 4. They shall be knowledgeable of and obey all state laws, city ordinances and directives, and Department policies pertaining to the safety and operation of the apparatus.

Section 5. They shall know locations of fire hydrants, primary buildings, named streets, and sprinkler connections in their assigned territory.

Section 6. They shall perform other duties as assigned by a superior officer.

Section 7. The senior fire fighter of each apparatus will move up to fill the lieutenant's position when an opening exists if the firefighter is certified to drive.

Fire Fighter

Section 1. They shall assist in the maintenance of their assigned fire station and grounds.

Section 2. They shall assist the lieutenant in the maintenance of their assigned apparatus and equipment.

Section 3. They shall know the locations of fire hydrants, primary buildings, named streets, and sprinkler connections in their assigned territory.

Section 4. They shall be under the direct supervision of the captain or company officer to which they are assigned.

Section 5. They shall be responsible for knowing how to enter reports in the computer system.

Section 6. They shall perform all daily and weekly checks of stand-by apparatus located at their assigned station.

Section 7. “Rovers” are to call the Battalion Chief between 0615 and 0630 each morning they are reporting for duty in order to receive their station assignment for the shift.

General Rules

Section 1. The uniformed force of the Fire Department, with the exception of the Chief, Assistant Chief, Training Captain, Administrative Captain, and Fire Marshal's Office, shall be divided into three (3) shifts. Each of these shifts shall alternately be on duty as now provided by law and ordinances. The hours worked shall be left to the discretion of the Chief of the Department within the limits of the state law.

Section 2. Violation of any of the Rules and Regulations heretofore promulgated, insofar as they relate to the powers and duty of the members and are not in conflict with provisions herewith, are still in force and conformation to these is still required..

Section 3. All administrative policies that may be issued hereafter relating to the discipline or duties of the members shall, except in extreme emergency, be in writing and posted.

Section 4. All firefighters shall have a personal telephone number where they can be contacted. All firefighters shall have on file with the Department their primary residence. Members shall report to the Executive Secretary within twenty-four (24) hours any change in their phone number or their primary residence. All personal phone calls on Department phones should be limited to three (3) minutes.

Section 5. Members shall report for duty on time and no member shall go off-duty until properly relieved. The time to be on-duty, ready to respond to alarms is 0700 hours. Sickness must be reported between 0600 - 0615 hours by calling the Battalion Chief on duty. Sick leave may be used for medical, dental, and optical exams and for serious illness or injury requiring hospitalization, or emergency treatment in the employee's and spouse's immediate family (mother, father, and children). This is when the presence of the employee is required, not to exceed three (3) tours of duty in a calendar year. Employees with routine appointments scheduled early in the work day or during the work day, or who require immediate medical treatment, are expected to report to work following the

appointment or treatment unless they or their family member are incapacitated and unable to work and the extended absence is medically recommended as necessary. The department head (or authorized designate) may require the employee to provide medical verification certifying the employee's need to be absent for the duration of the absence.

Before making routine, non-emergency medical, dental or optical appointments employees are expected to consult with their Battalion Chief before making the appointments as far in advance as possible to ensure that absences can be planned at times to least affect the work schedule of the employee and/or the department. Failure to do so may result in denial of leave.

Section 6. Members shall not be permitted to work for any member on another shift for the purpose of gainful employment off the job. Members shall not be permitted to pay another member to work their shift. Only a firefighter who is qualified to fill the position will be able to work for another, with the approval of the immediate supervisor, not to exceed two (2) consecutive tours of duty. Permission must be obtained from their Battalion Chief for an employee to exchange three (3) or more consecutive tours of duty.

Section 7. Members shall address their officers by their correct title. No abbreviations shall be tolerated. Members will rise and greet any chief officer, V.I.P. or visitor when they enter the room, unless given other instructions by that person.

Section 8. Officers shall retain a proper reserve and act professionally in all official relations with their subordinates. Officers shall be careful to abstain from violent, abusive, or coarse language in giving orders or directions as well as when engaged in conversation with them.

Section 9. Members shall be treated impartially in assignment of duties. Prejudice on account of religion, gender, or politics will not be tolerated, nor shall unfair advantage be taken of a subordinate because of his obligation to obedience.

Section 10. The comfort and convenience of members shall be considered and promoted in every possible way consistent with the Rules and Regulations, in the fulfillment of the Department's obligation to the public.

Section 11. Officers shall supervise the work of their personnel and see that it is properly performed. They shall see that all rules, regulations, and orders are strictly obeyed.

Section 12. In case of alleged unjust treatment in violations of the Rules and Regulations, a member may prefer charges against a superior officer. Failure to substantiate such charges shall render the accusing member liable to disciplinary action. In the case of a superior officer preferring charges against a subordinate, failure to substantiate the charges shall render the accusing officer liable to disciplinary action.

Section 13. Department personnel shall first and foremost devote their time to completing Fire Department business, obligations, and tasks. Time spent on other business or personal matters shall not cause Department business to be delayed, postponed or unfinished.

Section 14. All members of the Department are expected to conduct themselves in a respectful manner at all times. Treat others the way you want to be treated.

Section 15. It shall be the duty of all company officers and their crew to attend all incidents to which they are dispatched. Failure to promptly respond shall subject the offender to trial for neglect of duty.

Section 16. The chain of command must be maintained. Before a grievance can be taken outside the Department, the officers in the direct line of authority must be given an opportunity to resolve the issue.

Section 17. Public convenience shall be considered and the rights of traffic respected as far as possible. Streets shall not be needlessly obstructed by apparatus not being used for firefighting or rescue purposes. Unused apparatus on the scene shall be kept out of the way of apparatus in action or additional apparatus that may be called. Unjustified idling of engines is prohibited.

Section 18. Members shall be held responsible at all times, when on duty, for conduct unbecoming a member of the Department. They shall be governed by the rules of good behavior observed by law-abiding and self-respecting citizens when off-duty.

Section 19. Members shall at no time bring any alcoholic beverage, illegal drugs, or drug paraphernalia of any kind onto Fire Department property. Violations of this rule shall be deemed as sufficient for discharge from service. All members shall abide by the North Little Rock Fire Department drug policy.

Section 20. Only Department personnel shall be allowed to ride upon Department apparatus, except in the case of an emergency or with the approval of a chief officer.

Section 21. Officers are expected to set an example to their subordinates in the matter of due respect and regard for all rules, regulations, and orders, and in all matters pertaining to proper discipline.

Section 22. Under no circumstances shall any member leave their assignment during their tour of duty unless properly relieved by a chief officer.

Section 23. No officer or member shall, directly or indirectly, except by permission of the Fire Chief or Assistant Chief, sell tickets, subscriptions, circulate any petition, solicit any money, or allow the use of the Department name for any fair, exhibition, benefit raffle, or similar project.

Section 24. All donations received for services rendered as a firefighter shall be used by the Fire Chief for Departmental needs.

Section 25. No officer or member shall devote any time or labor during on-duty hours, or off-duty hours in uniform, towards the campaign of any candidate for an elected office or for the nomination of anyone for an elected office. No officer or member shall represent to any person or to the public that opinions held by them in any way reflect the official position or attitude of the North Little Rock Fire Department.

Section 26. To guard against collision and traffic accidents when responding to an incident, company officers must see that their apparatus stop at all intersections where there is a stop sign or a blind corner. Company officers must also ensure that during incident responses their apparatus comes to a stop at all traffic lights that are red for their direction of travel. All staff vehicles making emergency responses must comply with this section.

Section 27. Officers and members for whom Department automobiles are provided shall exercise care and judgment in the use of them. Use other than Department business is strictly forbidden. Careless or reckless use of Department vehicles shall subject the offender to disciplinary action.

Section 28. Beds shall not be occupied between 0700–1200 hours and 1500–2100 hours unless permission is given to a crew member by their immediate supervisor. Beds shall be made neatly when not in use. Bed linen will be kept clean. At least one individual will be awake at all times from 0700-2100 hours. Fire stations shall be kept clean and neat.

Section 29. No men/women shall be allowed to loiter about any fire station. Those having business to transact with members shall have permission to do so. If they come as visitors, they shall be received by the company officer. Indiscreet conduct is strictly prohibited.

Section 30. Members shall not loan any Department equipment or tools, except on permission of a chief officer. Members are forbidden to loan their badges or Department identification card to anyone.

Section 31. Additions to or changes of the North Little Rock Fire Department Administrative Policies or Operational Guidelines received at a station will be read by the company officer and he/she will either read or brief the crew members of the information contained within. In the case of a multiple company station, the house captain will perform this task.

Section 32. All members of the Department shall be required to present a neat and clean appearance at all times and will be held personally responsible for their conduct while on duty.

Section 33. Within one (1) week after a member of the Fire Department has been hired, the member shall sign a statement that they have received a copy of these rules and Administrative Policies 207 thru 211, have read them, and agree to abide by them and any amendments thereto. This statement shall be delivered to the Chief and filed in the individual's Fire Department personnel file.

Section 34. Unauthorized listening to or repeating of a message received is strictly forbidden and will be regarded not only as a serious violation of the rules, but also a gross impropriety.

Section 35. Issues that are covered by Civil Service Rules and Regulations, and have been heard under the guidelines of Civil Service, do not warrant a grievance to the Labor Union.

Section 36. No member may attempt to undermine the authority of any officer of the Department. A violation of this rule is grounds for disciplinary action.

Section 37. No one except the Incident Commander, PIO, or the Fire Marshal shall give out information to the news media for publication, unless directed by a chief officer.

Section 38. All members not on probation will receive their uniforms either through an account with a uniform provider or through issuance. Uniforms obtained through the account with a uniform provider may be purchased from the authorized list published in the Administrative policies. Wearing guidance of the uniform may be found in the Administrative Policies. Members shall wear sufficient clothing to properly protect their health. Wearing torn, faded, or ragged clothing will not be tolerated. Wearing nondescript hats, caps, and other clothing while in uniform is strictly forbidden.

Section 39. All members will take an active part in training as prescribed by the Training Division or Fire Chief.

Section 40. Any tobacco use on any Fire Department vehicle is strictly forbidden. Smoking or the use of smokeless tobacco inside the fire stations is strictly forbidden.

Section 41. Any time a member answers a Department telephone they shall give their title and name.

Section 42. All safety rules will be followed at all times.

Section 43. When any member is detailed to perform the duties of a higher office than that which they hold, they shall be allowed all privileges pertaining to the office and shall be obeyed and respected accordingly. The member also assumes the responsibilities of the higher office.

Section 44. All members shall conduct themselves quietly at fires. Shouting or boisterous language will not be tolerated except for safety.

Section 45. No member of the Department shall make false reports. Neither shall they knowingly enter or cause to be entered in any Department book, record, or report, any inaccurate, false or improper information.

Section 46. In carrying out the functions of the Department, members shall direct and coordinate their efforts in such a manner as will tend to establish and maintain the highest standard of efficiency.

Section 47. The below acts, infractions, or violations may be deemed, upon conviction, as sufficient cause for separation from the Department:

1. Willful disobedience to a lawful order;
2. Disrespect or insolence toward a superior officer;
3. Absence without leave;

4. Incompetency, lack of effort, or incapacity;
5. Theft of property;
6. Manhandling or fighting on duty;
7. Making a false report of illness or otherwise to evade duty;
8. Driving any vehicle or apparatus of the Department carelessly or maliciously in such a manner as to collide with and injure citizens or the property of citizens, or any other wanton or malicious conduct whereby damage to citizens or their property shall result.